[Date]

[Contractor Name]
[Contractor Address]
[City, State, Zip Code]

Re: Request for Certificate of Insurance (COI) - [Project Name/Contract Number]

Dear [Contact Person Name],

In accordance with our agreement dated [Contract Date], we require a current Certificate of Insurance (COI) verifying your coverage before work can commence on the above-referenced project.

Please provide a COI that meets the following requirements:

- **Commercial General Liability:** Minimum limit of $[Amount] per occurrence.
- **Workers' Compensation:** Statutory limits as required by state law.
- **Automobile Liability:** Minimum limit of $[Amount].
- **Additional Insured:** [Company Name] must be named as an "Additional Insured" on a primary and non-contributory basis.
- **Certificate Holder:**
  [Company Name]
  [Address]
  [City, State, Zip Code]

Please have your insurance broker email the certificate directly to [Email Address] or upload it to [Link/Portal] no later than [Due Date].

Failure to provide a compliant certificate may result in a delay of project start dates or withholding of payments. If you have any questions regarding these requirements, please contact [Department/Name] at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Company Name]